

## INFORMATION PAPER

SUBJECT: Arranging for Portable Latrine Support

1. PURPOSE. To provide guidance to Military Components on the necessary procedures required for obtaining Portable Latrine Support.

### 2. INFORMATION.

- a. COSTS: Fees for Portable Latrines are as follows, and are effective 1 October 2005 through 30 SEPT 2006:

1-30 Day Rental Fees:	\$85.00 (Per Latrine)
Pumping Fee:	\$ .01 (Per Latrine)
NOTE: There is one free pumping per week, per latrine	
Relocation Fee:	\$ 5.00 (Per Latrine)

b. QUANTITY: Normal rule of estimation is one latrine per 25 personnel, and separate latrines are arranged for female personnel using the same ratio.

c. SPOTTER: There is a requirement when the latrines are placed to have a unit representative physically show the vendor where the latrines are to be placed. The spotter must be familiar with this information, and providing grid locations is helpful to both the vendor and units at the time of scheduling.

- d. NOTIFICATION TIMES: The contractor requires a **24** hour notification time PRIOR to placement, and a 24 Hour notification requirement prior to having Porta Johns relocated. **UNITS ARE NOT AUTHORIZED TO MOVE PORTA JOHNS!** NOTIFICATION MUST BE GIVEN MONDAY - FRIDAY, 0700 - 1630 hrs.

### 3. PROCEDURES.

a. All Reserves, National Guard, and ROTC units must submit a memorandum with their requirements for support through the Reserve Component Support Division (2-7151), building P-4855, Fort Drum, NY 13602. In addition, a MIPR with enough money to cover the costs of the requested support must be turned in to Public Works Budget, building T-4000 prior to requested support dates.

b. 10th Mountain Division units must submit a memorandum through DPT Budget Section, building P-10000 for funding; after funds are authorized the memorandum must be brought to Public Works Supply, building T-4000. **EXCEPTION:** All other requesters, such as DOL, DCA, etc., follow as above using their own budget office for funding.

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c. If at any time the Portable Latrine contractor is observed operating in an unusual or unsafe activity, it should be reported the Public Works Supply Section at (315) 772-6047/2165 immediately.

4. CONCLUSION. Active planning and coordination are essential steps to secure the portable latrine support required to accommodate units during their stay at Fort Drum. If more information is required, or there is a problem, please contact the Public Works Supply Section at (315) 772-6047/2165, DSN 772-6047/2165, Monday - Friday, 0700 - 1630 hrs.